



Internal/External

13. SERVICENAME: CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR (CCE) RA9048

Description of the Service: The process of rectifying or amending inaccurate or erroneous information recorded in the original birth, Death and marriage certificate.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>CERTIFICATE OF BIRTH AND DEATH</p> <ul style="list-style-type: none"> • PSA Birth Certificate/ Death Certificate and LCR Form 1A • Baptismal Certificate • NBI Clearance • Police Clearance • Voters Certificate/Voters Registration Record • Marriage Contract (if married) • Marriage Contract of Parents (if not married) • School Record (Diploma/TOR/Form 137) • Valid ID's • Affidavit of Employment with no pending • Administrative Case (if employed) • Affidavit of non-employment (if not employed) 	<p>PSA</p> <p>Church COMELEC School NBI Hospital / Clinic GSIS Law Office</p> <p>Treasury Office</p>



<p>Photocopy 2 copies/Document</p> <p>CERTIFICATE OF MARRIAGE</p> <ul style="list-style-type: none"> • PSA Marriage Certificate and LCR Form 1A • Baptismal Certificate • NBI Clearance • Police Clearance • Voters Certificate/Voters Registration Record • Marriage Contract (if married) • Marriage Contract of Parents (if not married) • School Record (Diploma/TOR/Form 137) • Valid ID's • Affidavit of Employment with no pending • Administrative Case (if employed) • Affidavit of non-employment (if not employed) <p>Photocopy 2 copies/Document</p>	
---	--

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Online Application for Administrative Petition for Correction Automated System via QR code Submit original and photocopy of requirements to Counter 2	Accept and verify online application and requirements Prepare the document.	None	15 Minutes	Twinkle S. Toralba DEMO-I Frances S. Aggabao Admin Aide I Glen J. Gollaba Admin. Aide- I



					Atty. Syra M. Miguel - Miranda <i>City Civil Registrar</i>
2. Pay the required fee at the City Treasury Office.	Ask for official receipt	Change of 1 st name filing fee- P3,000.00 Service Fee (Migrant Petitioner- P1,000.00) Correction of Clerical Error Filing Fee P1,000.00 Service Fee of Migrant Petitioner- P500.00	5 Minutes		CTO
3. Present official receipt to Counter 5	Accomplish and sign the document	None	1 Minute		Twinkle S. Toralba DEMO-I Frances S. Aggabao Admin Aide I Glen J. Gollaba Admin. Aide- I
4. Claim/Receive the accomplished document.	Release the document	None	1 Minute		Twinkle S. Toralba DEMO-I



<p>Note : Publish petition in a local newspaper of general circulation for changed of first name</p> <p>Get certified copy of affirmed petition w/ certificate of finality from the CCRO after decision from the OCRG.</p> <p>Second Endorsement to PSA- Tuguegarao</p>				<p>Frances S. Aggabao Admin Aide I</p> <p>Glen J. Gollaba <i>Admin. Aide- I</i></p> <p>Atty. Syra M. Miguel - Miranda <i>City Civil Registrar</i></p>
TOTAL			27 Minutes	